

PATCHWAY TOWN COUNCIL

**Minutes of the Finance Committee held on 3 July 2012 at Callicroft House,
Rodway Road, Patchway**

Present: Cllr. C. Mills (in the Chair)
M. Grotzke
Mrs E. Orpen
P. Cottrell
S. Scott
D. Tiley
A. Alsop

In attendance: Mrs L. Hamid
Mr. M. Winter

1. Apologies

Apologies for absence were received from Cllrs. Moore and Walker.
It was agreed that apologies should only be recorded from committee members.

2. Declarations of Interest

The Chairman asked any members having an interest in a matter to be discussed in the meeting to declare it at the appropriate time.
Cllr. Orpen stated that she had recently been elected as Chairman of Patchway Community Association.

3. Minutes

The minutes of the meeting held on 5 June were agreed as a correct record and signed by the Chairman.

4. Matters arising from the Minutes

a) Patchway Community Centre

A report on the meeting held on 13 June with the architect was given to the Committee and it was noted that the new building was being looked at two phases, the first phase to be covered by s. 106 money and the second phase by additional funds.

The plan was that the first phase, which included demolition of the main hall, would create flexible spaces to accommodate a variety of uses. The drawing was circulated to the meeting. The architect would design the whole building but the Town Council would only pay his fees for phase one as it was built. The total fee for architectural services would be 7% of construction costs and 30% of this amount would be due up to planning submission. Although the fee notice for the Quantity Surveyor had not yet been received it was agreed that it would be necessary to compensate him for the work completed in costing the scheme. The Committee agreed, proposed Cllr. Grotzke, seconded Cllr. Tiley, to pay the fees for the architect and quantity surveyor for this project.

b) Skateboard Park

The Chairman read a report which had been prepared for the meeting of the Parks & Open Spaces Committee on 28 June and the Committee was pleased to note from this that additional funds were being sourced for this project and that a meeting with the youth leader carrying out consultation with young people was to be held on 6 July and that a report would be given to Council.

The Clerk assured the Committee that the area had been inspected during the recent health & safety survey and found to be safe for use.

c) Internal Audit Report

The Committee had previously agreed to look at purchasing dedicated software to show cash-flow and reconciliations. Stoke Gifford Parish Council, which had recently purchased this software, had invited representatives of Patchway to visit them to see this in operation. It was agreed that the Chairman, Clerk and Deputy would visit Stoke Gifford and the end of July. South Gloucestershire Internal Audit would be informed that the Council was proposing to take this action so that Members would be kept better informed of the financial situation.

5. Current financial position

The Committee noted the financial position at today's date:

Business Reserve a/c	£150,519.74
Current a/c	£1,000.00
New deposit a/c	£25,000.00

6. Monthly summary of expenditure

The Committee noted the summary of expenditure for the month of June and also the income and expenditure accounts for the same period. The Committee asked to a list of the acronyms used to annotate the accounts to be supplied at the next meeting.

The Committee agreed, for clarity, transfers between budgets to separate expenditure on Broadband IT, IT services & software and stationery.

A transfer from contingencies to cover the creation of a pond (£180) to aid drainage at Pretoria Road allotments was agreed. Cllr. Mills declared his interest in the allotments.

Adjustments were agreed to cover an under-budget of £349 for Rates at Callicroft House by an over-budget for Rates at Patchway Common and Scott Park.

7. **Grant applications**

a) **Applications discussed at the last meeting**

Patchway Community Association

It was noted that the minutes of the last two meetings of the Committee had now been received and it was agreed, proposed Cllr. Tiley, seconded Cllr. Alsop, to pay the grant of £12,000, pointing out that the Association had not been operating to its Constitution but that the Council expected it to do so in future. Cllr. Cottrell agreed to provide the Council with a copy of the Association's annual report and future minutes. Cllrs. Orpen and Scott declared their interest.

b) **New applications**

The following applications were agreed:

Coniston Community Association £6,000

Patchway Minibus Committee £600

Relate £500

PHAB Club £300

Wednesday Luncheon Club £600 (Cllr Orpen declared her interest)

South Glos. Over Fifties Forum £200

It was suggested that this group should purchase a sound system rather than hiring one for each meeting.

c) **Applications referred to next meeting**

North Bristol Advice Centre

The Committee was sympathetic to helping this organisation which offered a valuable service in Patchway twice a week. It was agreed to ascertain how many people from Patchway had been seen in the last year and the total number of people seen by NBAC.

South Glos. CAB

A letter of application was read to the Committee and it was noted that just over 1% of clients seen during the year lived in Patchway, which would equate to a contribution of £320 from the £32,000 being requested from all parish and town councils in South Gloucestershire. The Clerk was asked to send an application form for completion.

8. New Code of Conduct & Register of Interests agreed by SGC and recommended for Town & Parish Councils

This document had been circulated to all Councillors and it was agreed, proposed Cllr. Scott, seconded Cllr. Tiley, to recommend to Council that this should be adopted for the Town Council.

Clause 5.1 was amended to cover the declaration of any gift to the value of over £25.

It was noted that SGC would be sending new Registration of Interest Forms shortly.

9. Other financial & urgent matters

a) Management of financial risks

It was agreed to set up a small group of Cllrs. Mills, Grotzke, Orpen, Scott and Alsop to look at guidance notes and draw up a document for the Council to adopt as required by the Audit Commission.

b) NVQ Training in Grounds Management

The Committee agreed that Chris White should undertake this day-release course commencing in September at Bridgwater College and that the Council would pay for the fees of £768.

c) Football Match on 6 August

The Committee refused permission for Patchway Town FC to play its first match of the season on 6 August as the Council did not agree to the rails being erected round the main pitch during the summer holidays.

d) Firework Display on The Tumps

The Committee agreed that Patchway Community Centre could organise a display to raise funds for the Association on Friday 2 November from 5.30-7.30 p.m. and suggested that the fireworks could be set off from the beacon for safety. It was noted that all adjacent residents would be informed of the event in advance by the organisers.

e) Directional Signs

This matter had been discussed by the Planning Committee and referred to the Finance Committee. The Committee agreed to contribute its budget of £500 for road signs towards a joint project with SGC to improve signage for Patchway Sports Centre and Coniston Community Centre as part of the Priority Neighbourhood Group's efforts to attract local people to fitness courses and classes.

f) Repair to barrier in Scott Park

The Committee agreed that a damaged barrier in Scott Park should be Replaced at a cost of £322.42 plus VAT.

g) Training

Members noted various training options offered by ALCA and SGC.

h) Committee Membership

It was noted that there were too many members on the Parks & Open Spaces Committee and it was agreed to remove Cllr. Thorne from this Committee.

10. Date of next meeting

It was noted that the next meeting would be held on Tuesday 4 September at 7.30 p.m.